

Financial Accounting Manager

40 hours per week. Permanent contract

Department:	Finance	Level:	Leadership 1
Reporting to:	Director of Finance (with dotted line to the Finance Manager)	Location:	Office based

Job Description

Purpose of the Post

Providing effective support to the Director of Finance and the Finance Manager through the completion of month end, year end and audit, and associated processes. This post requires a detail-oriented and proactive Financial Accountant to join our charity's finance team. This role is crucial in ensuring accurate financial reporting, compliance with charity regulations, and supporting the organization's mission through sound financial management.

Principal Responsibilities

- Completion of financial accounting deliverables and associated processes:
 - Month end process including management account preparation, balance sheet reconciliations and journals
 - Invoicing and Accounts Receivable
 - Accounts Payable
 - Payroll processing and posting
 - Bank account management
 - Department budget accounting and reporting
 - Fund accounting and reporting
 - Gift Aid
 - Credit card management
 - Audit preparation including liaison with auditors
- Line management of Finance Apprentice

Financial Accounting Manager Job Description – October 2025

Holderness House, 51-61 Clifton Street, London EC2A 4DW. [acctuk.org](https://www.acctuk.org)

Registered charity in England, Wales and Northern Ireland (305962) and in Scotland (SC039057)

- Finance projects
- Deputise for the Finance Manager in their absence.
- Any other commensurate task as directed by line management.

Criteria	Essential	Desirable	Methods of assessment
Qualifications and Training	<ul style="list-style-type: none"> • AAT Level 4 Qualified (or equivalent) • Good general education at least to GCSE level (Grade C Maths & English) or equivalent. • Experience within a Finance Department of leading month end processes, Accounts Payable and Accounts Receivable • Experience of supporting an audit • Evidence of continuing personal and professional development • Experience of Sage 50 Account or similar accounting system 	<ul style="list-style-type: none"> • ACCA or CIMA qualified • Charity accounting experience 	Application form, interview, certificates
Skills and Ability	<ul style="list-style-type: none"> • Discretion and Confidentiality. • Excel user. • Ability to quickly understand an organisation's Management Information System (MIS) and use it to best effect. • Excellent written and verbal communication skills. • Ability to work on own initiative within an agreed framework of objectives. • Flexibility and a willingness to undertake varied responsibilities. 	<ul style="list-style-type: none"> • Ability to work with lookups and pivot tables. • Effective interpersonal skills, in particular influencing skills. 	Application form, interview, references

Financial Accounting Manager Job Description – November 2025

Holderness House, 51-61 Clifton Street, London EC2A 4DW. acctuk.org

Registered charity in England, Wales and Northern Ireland (305962) and in Scotland (SC039057)